

FILING A DOCUMENT/DOCKETING- ANSWERS

EXAMPLE: ANSWER TO COMPLAINT

Local Rule

The following instructions will guide you through the process of filing and docketing a miscellaneous document or an “Other” event in the Electronic Case Filing (ECF) system.

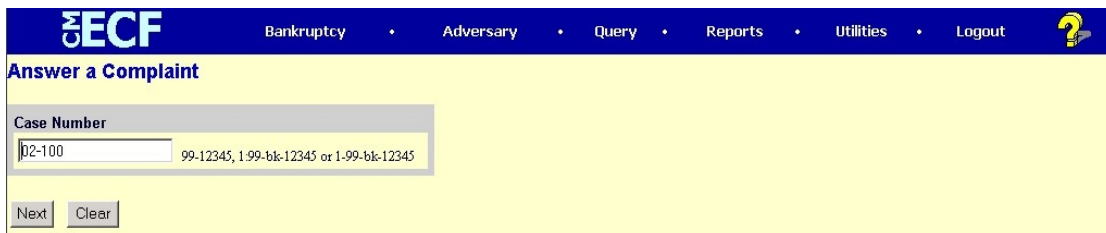
STEP 1 Select **Adversary** from the Main Menu, and then click on **Answers** hypertext link.

STEP 2 The **Answers** menu appears.

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a yellow area titled 'Answers'. Under 'Answers', there are two links: 'Motion/Application' and 'Complaint, 3rd, cross, counter'. The 'Complaint, 3rd, cross, counter' link is highlighted with a blue box.

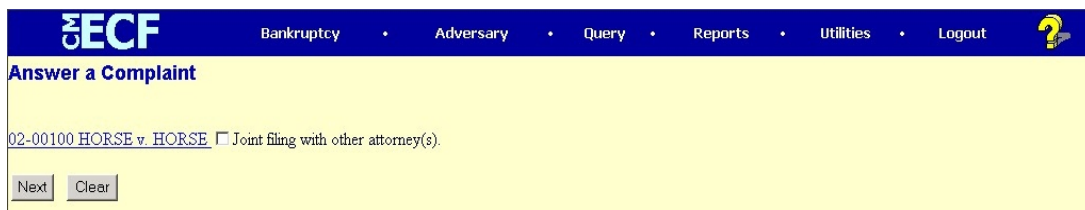
- ◆ Click on **Complaint,3rd,cross,counter**

STEP 3 The **Case Number** screen appears:

The screenshot shows the 'Answer a Complaint' screen in the ECF system. It has the same blue navigation bar at the top. Below the navigation bar, the title 'Answer a Complaint' is displayed. Underneath, there is a section labeled 'Case Number' with a text input field containing '02-100'. To the right of the input field, there is a hint: '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. At the bottom of the section, there are two buttons: 'Next' and 'Clear'.

- ◆ Enter a case number, and click on the **Next** button to continue.
- ◆ If the computer prompts that you entered an invalid case number, click on **Back** hypertext link to re-enter.
- ◆ Click on **Next**.

STEP 4 This screen allows you to select whether or not you are filing the answer with a joint attorney.

The screenshot shows the 'Answer a Complaint' screen in the ECF system. It has the same blue navigation bar at the top. Below the navigation bar, the title 'Answer a Complaint' is displayed. Underneath, there is a section with the case details: '02-00100 HORSE v. HORSE'. To the right of the case details, there is a checkbox labeled 'Joint filing with other attorney(s)'. At the bottom of the section, there are two buttons: 'Next' and 'Clear'.

This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this application, skip this screen by clicking [Next] and proceed to **Step 5**.

- ◆ If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.

STEP 5 Select the Party screen appears:

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Answer a Complaint

Select the Party:

HORSE, EX-RACE [pty.dft] Add/Create New Party

HORSE, RACE [pty.pla]

Next Clear

- ◆ Select the Defendant's name from the list of parties.
- ◆ Click **Next**.

STEP 6 The attorney/party association screen appears.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Answer a Complaint

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☐ HORSE, EX-RACE(pty.dft) represented by SAMSON, RICHARD (aty)

Next Clear

NOTE FOR ASSOCIATION: Click the box to associate the attorney with the party added/selected. Click **NEXT** to continue. [You may receive this message if an attorney has not previously been associated with the party].

STEP 7 Answer a Complaint screen appears:

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Answer a Complaint

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	11/26/2002	1	Complaint. by RACE HORSE against EX-RACE HORSE. Receipt Number CC, Fee Amount. (SAMSON, RICHARD)

Next Clear

- ◆ Click on box referencing the existing Complaint.
- ◆ Click on **Next**.

STEP 8 Select the PDF Document screen appears.

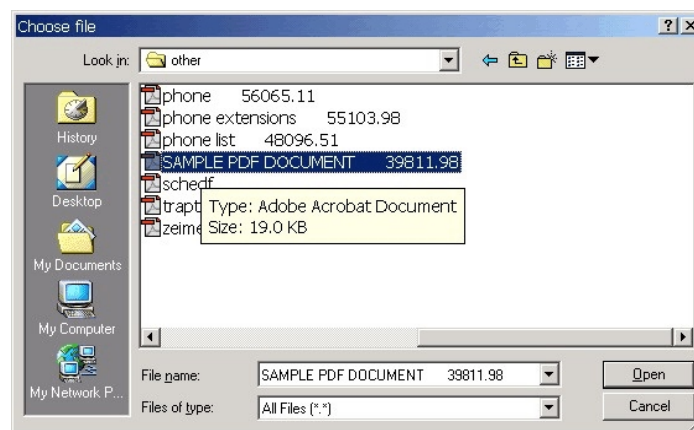
02-00011 RACE HORSE

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
W:\imaging\other\SAMPLE PDF DOCI.

Attachments to Document: ☐ No ☒ Yes

- ◆ Type the file name in the blank box, being sure to include pdf suffix, or click on **Browse**. The Choose file screen will appear:



- ◆ Change **Files of type:** to Acrobat [*.pdf] or All Files.
- ◆ Change **File name:** to appropriate drive where document is located.
- ◆ Click on file name to be associated with this entry. Right click and **Open** to view document.
- ◆ Double Click or Click on **Open**. The following screen appears:

02-00011 RACE HORSE

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
W:\imaging\other\SAMPLE PDF DOCL

Attachments to Document: ☐ No ☒ Yes

If there are attachments to document, *e.g.* exhibit, appendix, *etc.*

- ◆ Click on the radio button next to *Yes*.
- ◆ Click on **Next**.

STEP 9 Select one or more attachments screen appears. All exhibits must be attached at this screen:

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename
W:\imaging\other\SAMPLE PDF DOCL

2) Select a document type and/or enter a description.

Type	Description
Affidavit ▼	Joe Banker, First Citizens Bank

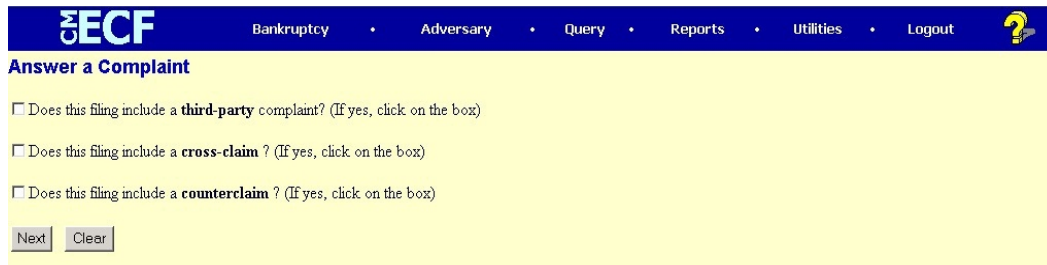
3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Select the filename of your attachment by using **Browse**.
- ◆ Click on the ▼ down arrow next to **Type** and click on type of attachment.
- ◆ Click in **Description** box and type in any additional description.
- ◆ Click on **Add to List**.
- ◆ Continue to *Add Attachments* using the above steps as necessary.
- ◆ Once all attachments have been added, click on **Next**.

If there are no attachments to document:

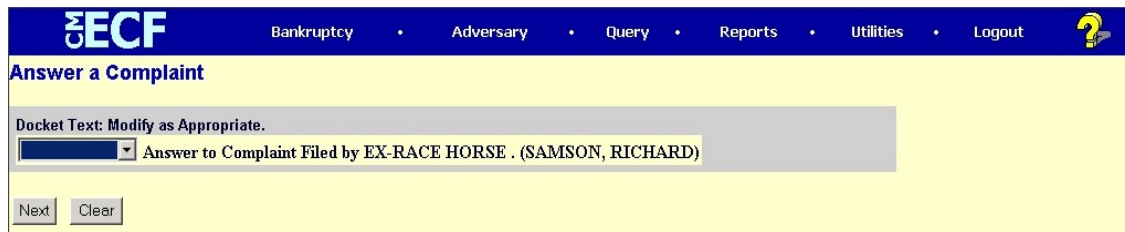
- ◆ Click on **Next**

STEP 10 Answer a Complaint screen appears:



- ◆ If filing a third party complaint, cross-claim or counterclaim, click on the corresponding box
- ◆ Click **Next**

STEP 11 Docket Text: Modify as Appropriate screen appears.



To add a prefix to docket text of motion/application:

- ◆ Click on the arrow to right of first box.
- ◆ Select correct modifier.
- ◆ Click **Next**

Certain events in ECF are straight forward and DO NOT allow modification to the final docket text.

This event falls into that category.

STEP 12 Docket Text: Final Text screen appears

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Answer a Complaint

Docket Text: Final Text
Answer to Complaint Filed by EX-RACE HORSE. (SAMSON, RICHARD)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- ◆ Verify docket entry as it appears on screen.
- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Answer a Complaint

Notice of Electronic Filing

The following transaction was received from SAMSON, RICHARD entered on 11/26/2002 at 1:44 PM MTN and filed on 11/26/2002

Case Name: HORSE v. HORSE
Case Number: 02-00100
Document Number: 2

Docket Text:
Answer to Complaint Filed by EX-RACE HORSE. (SAMSON, RICHARD)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: W:\imaging\Archive\Friday\bk-c5-01-13085 23783.88.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=986323682 [Date=11/26/2002] [FileNumber=446-0] [7 d77924f5cd25e6f5eb1ef49f4374cc232bb1d18b1c35d7996e5aa6276260e0eb7537fa3d572fb0e7e9be456feaa9858f270dab-d852a7a96f95f2370eeeca24]]

02-00100 Notice will be electronically mailed to:
JAMES A. PATTEN japatten@yahoo.com

02-00100 Notice will not be electronically mailed to:
MARTIN KING

The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- ◆ Who filed the document:
- ◆ Date and Time:
- ◆ Case Name:
- ◆ Case Number:
- ◆ Document Number:
- ◆ Original filename (*pdf*):
- ◆ Electronic document Stamp:

Print receipt

- ◆ Click on **File** at top of Internet Explorer screen and select **Print, or**
- ◆ Click on the Printer Icon at the top of the page.

[Note: It is highly suggested that copies of receipts be maintained for your records]